
2011

STISETSWeb MS

User Manual

The logo consists of the letters 'STI' in a bold, dark red, sans-serif font. The 'S' is slightly larger and more stylized than the 'T' and 'I'.

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

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This document was last modified on May 27, 2011. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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Getting Started

Introduction

STISETSWeb is a browser-based Special Education data tracking system that provides the Special Education professional with a comprehensive system for achieving and maintaining compliance with the Special Education process for students. Many state-specific forms are contained in this software. Since this software is fully integrated with the information from the local school STIOffice program, Special Education personnel may view Student and Guardian Demographics, Entries/Withdrawals, Attendance, Discipline, Schedules, and Grades.

The basics of getting started with STISETSWeb should follow this order:

- Employees
- Users (Assign User Names, Passwords, and Security Groups)
- Create Folders (Assign Case Managers to Students)
- Change Case Manager (Only if a mistake was made in assigning Case Managers)
- Caseload Assignment (Assigning OT, PT, Speech Therapist, etc., access to student records)

STISETSWeb features pre-loaded reports that will track due dates for IEPs, as well as Re-Evaluation reports to determine continued eligibility. Additionally, an STISETS *Query tool* is included. The Query tool allows the user to build custom reports filtered by Student, Folder and Form information. Reporting includes both school- and district-wide listings.

The security model is robust enough to secure access not only to different schools and their respective menu options, but access can be locked down to the form level. Because this program houses a district-wide database, teachers, service providers, etc. may be given access to students in multiple schools. Therefore, when an employee logs in to the program his/her entire caseload displays, regardless of the employee's relationship to the student.

Since this document is intended to assist board office personnel as well as local school personnel in implementation of STISETWeb, certain sections may pertain to specific employee duty assignments. The screen below is displayed when an employee with administrative rights logs in to the program.

The opening screen is divided into three sections: the menu tree on the left of the screen, the *Selected Student* area at the top of the screen and the *User Desktop* in the center of the screen. Each of these three sections has the following icons:

- Min** – Selecting this icon minimizes the selected section of the screen.
- Res** – Selecting this icon restores the screen to the initial view.
- Max** – Selecting this icon maximizes the selected area so that it fills the entire screen.

Pressing the **F11** key further maximizes the screen.

Opening Screen

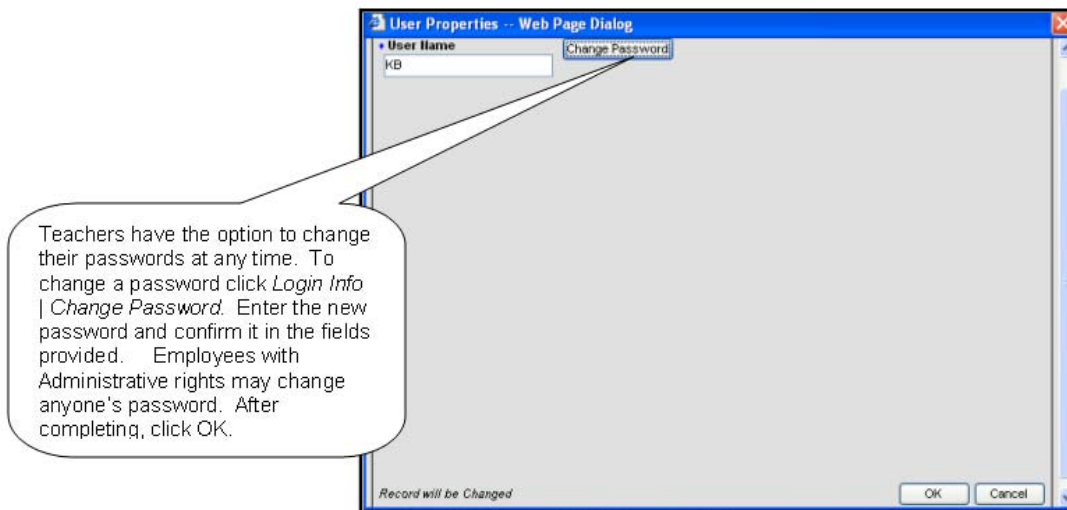
The opening screen displays menu options based on an employee's level of access to the program.

An employee's *Username* and *Password* may be secured from your System Administrator. The screen on the previous page is displayed for staff members with *Administrative* rights.

The opening screen below is a sample display for employees with *Teacher* rights:

Version Number
Logout
Help Menu

- **Login Info:** Selecting this menu option allows the user's password to be changed.



Utilities Desktop

Clicking the plus sign by the *Utilities Desktop* from the menu tree on the left displays all the sub-menus contained in the *Utilities Desktop*. Since all management options are housed in the *Utilities Desktop*, only persons with Administrative or Manager rights have access to the *Utilities Desktop*.

Employees

To access this menu option, expand the *Utilities Desktop*.

- Click this menu option from the menu tree at left to add staff members to the employee file. The *Search* button allows locating previously entered employees. There are two ways to enter employees. The following steps demonstrate how to enter employees and set up security.

- Clicking **Insert** allows entry of employees who are not included in the local school STIOffice program. For example, the user may wish to add psychometrists. Enter the appropriate information and

click **OK**. Note: This option allows entry of the employee's demographic information, *Username*, *Password* and *Security Group*.

- Clicking **Import** allows the user to import staff information from the teacher file in the local school STIOffice program. This option provides a quick way to draw in staff demographic information. After clicking **Import**, the user may search by School, Number, Last Name or First Name. Enter the first few letters of the staff member's last name; then click **Search**. Highlight the desired employee's name and click **OK**. After editing information on the screen, click **OK**. Note: This option does NOT allow entry of a *Username*, *Password* or *Security*. This information must be entered from the *Users* menu.

Code Desktop

The *Code Desktop* houses all codes used in the software. To access this menu option, click the plus sign next to *Code Desktop*.

- **District/State Codes:** Currently these codes are the same. Codes should be added to *State Codes* first, and then to *District Codes*. This allows the user to link District Codes to State Codes. The only editable codes in this menu are *Areas*, *Staff Student Relationship* and *Staff Type*.

The screenshot shows a software window titled "State Codes" with standard window controls (min, res, max) in the top right corner. The window is divided into two main sections. The left section, titled "Categories", contains a table with two columns: "Name" and "Description". The right section, titled "State Codes for Selected Category", contains a table with three columns: "Code", "Name", and "Description".

Name	Description
Areas	Areas
EvaluationTypes	EvaluationTypes
Exceptionality	Exceptionality
ExtReason	ExtReason
Gender	Gender
Languages	Languages
LeastRestEnv	LeastRestEnv
Race	Race
RecordOfAccess	RecordOfAccess
SpEdStatus	SpEdStatus
StaffStudentRelationship	Staff / Student Relationship
StaffType	StaffType
YesNo	YesNo

Code	Name	Description
AU	Autism	Autism
DB	Deaf-Blind	Deaf-Blind
DD	Developmental Delay	Developmental Delay
EMD	Emotional Disability	Emotional Disability
HI	Hearing Impaired	Hearing Impaired
LS	Language/Speech Impaired	Language/Speech Impaired
MD	Multiple Disabilities	Multiple Disabilities
MR	Mental Retardation	Mental Retardation
OHI	Other Health Impairment	Other Health Impairment
OI	Orthopedic Impairment	Orthopedic Impairment
SLD	Specific Learning Disability	Specific Learning Disability
TBI	Traumatic Brain Injury	Traumatic Brain Injury
VI	Visually Impaired	Visually Impaired

- **Locations:** This editable code file is used in conjunction with *Student Services* to specify where the service will be provided. All codes in the *Code Desktop* are created/edited in the same manner. *Locations* are used in the *IEP W-2 Supplementary Aids and Services*, *Personnel Supports in Regular Education* form and the *IEP W-5 SCD Related Services and Special Factors* form.
 - To add a new code click **Insert**. After entering a *Name*, *Description* and *Expiration Date*, click **OK** to save.
 - To change an existing code, highlight the desired code and click **Change**. After making changes, click **OK** to save the changes.
 - To delete an existing code, highlight the code and click **Delete**. Note: Any code that has already been assigned to students cannot be deleted.
- **Service Types:** Administrators may select this option to view the various service types available in STISETSWeb. *Service Types* are used in the *IEP W-2* form.

- **Service Frequency Types:** Administrators may select this option to view the various service frequency types available in STISETWeb. These codes are used in the *IEP W-2* form.
- **Service Type Cross Ref:** Administrators may select this option to cross reference *Service Categories* with *Service Types*.
- **Goal Bank Set Up:** Administrators may select this option to set up Goal Bank information. This information is used in the *IEP W-3a* and *3b* forms.

The screenshot shows the 'Goal Bank Setup' window with two main panels. The left panel, 'Goal Bank Type Information', contains a table with columns for 'Code' and 'Description'. It lists various goal types such as Art I, Art II, Art III, Art IV, Art V, Art VI, Beginner Band, Checklist, Checklist Assessment, Classical Ballet, Communication/Interaction Curriculum, Compensatory Mathematics, Comprehensive Health, Dance I, Dance II, Dance III, Dance IV, Dramatic Criticism and Performance, Early Intervention Curriculum Based Assessment, and Extended Curriculum. The right panel, 'Goal Type Information', contains a table with columns for 'Grade Level', 'Description', and 'Strand'. It lists various goal types such as Analyze common characteristics of artworks through time and among cultural/ethnic groups to generate parallels, Compare and contrast works of art in terms of history, aesthetics, and culture, Compare the materials, technologies, media, and processes of the visual arts with those of other art disciplines, Create multiple solutions to specific visual art problems, Determine how artworks are created and how they relate their meaning to the historical and cultural contexts in which they were created, Determine how specific images and ideas originated and explain why they are important in works of art, Explore a variety of interpretations to understand and evaluate works of art, Explore various media, techniques, and processes to develop proficient skill, confidence, and sensitivity, and create works of art that communicate ideas that relate to the media, techniques, and processes used, Explore vocational and avocational potentials of the visual arts, Make connections between visual arts and other disciplines in the curriculum, Observe how artworks differ visually and functionally, and describe how these differences relate to history and culture, Practice safety and conservation in the use of tools, materials, and equipment in the classroom, Produce a work of art using cooperative learning, Review and utilize the organizational elements and principles to solve specific visual art problems, Use appropriate art vocabulary as works of art are discussed and created, Use organizational elements and principles to evaluate the effectiveness of a work of art (C), Utilizing subjects, symbols, and ideas, create works of art and compare the process to daily problem solving skills and processes.

- To add a new *Goal Bank Type* code, click **Insert** on the left of the screen. After entering a *Code* and *Description*, click **OK** to save.
- To change an existing code, highlight the desired code and click **Change**. After making changes, click **OK** to save the modified information.
- To delete an existing code, highlight the code and click **Delete**. Note: The user cannot delete codes that have already been assigned to students.
- To add *Goal Type Information* codes, highlight the *Goal Bank Type* in the left column and then click **Insert** from the right column. After entering *Grade Level*, *Description* and *Strand*, click **OK** to save.
- *Goal Type Information* codes may be changed by clicking the **Change** button.
- *Goal Type Information* codes may be deleted by clicking the **Delete** button.
- Click the **Benchmarks** button to add Benchmark information to the selected Goal Type. The **Insert**, **Change** and **Delete** buttons operate the same on this screen as on previous screens.

Security Desktop

All user security rights are based on user *groups*, NOT individuals.

- **Groups:** To access this menu option from the menu tree click the plus sign beside *Security Desktop*; then click **Groups**. This menu option has a two-fold purpose.

Name	Description
Administrators	Administrators Group
General Ed. Teachers	General Ed. Teachers Group
Managers	Administrators Group
Teachers	Teachers Group

User Name	Last Name	First Name
BA	ANGLIN	BILL
CH	CHRIS	HUSTING

User Name	Last Name	First Name
Administrator	Administrator	System
KB	BAARS	KAREN
CB1	BALLARD	CHARLES
CB	BORDOVSKY	CASEY
BB	BUSH	BRANDON
AB	BYER	ANDY
JC	CASH	JAMA
BOB	CLAIR	BOB
GC	COMINS	GAIL
BC	CREEL	BARBARA
CC	CULPEPPER	CHRISTAL
LD	DANIELS	LINDA
TD	DAVIS	TIFFANY
BD	DAY	BETH
RD	DUCCLOS	RYAN
HE	EDMONDS	HOLLY
TF	Foster	Terry
JG	GRILLO	JOHNNY
SH	HASTY	SANDY
JH	HILL	JEANIE
LK	KESTERSON	JANNICE

User Name	Last Name	First Name
BA	ANGLIN	BILL
CH	CHRIS	HUSTING

- To create a new group, click **Insert**. After entering a name and description, click **OK**. For example, a group called *Counselors* may be created and then given access only to the referral form; or a group called *Psychometrists* could be given access only to the eligibility form. Users may be added to this group by highlighting the group name in the left box and clicking **Members**. At the next screen highlight any desired name(s), click **Add** and then click **OK**. Multiple names may be selected by holding down the *Ctrl* key while clicking on each name.
- Another purpose of the *Groups* menu is to add users to existing groups. To do this, highlight the name of the group in the left box; then click **Members**. Users may be added or removed by highlighting the desired name and clicking the appropriate option, either **Add** or **Remove**. Then click **OK** to save the changes.
- Four security groups come pre-installed with the software. It is recommended that these groups not be changed. Additional groups may be created to accommodate other security needs.
 - **Administrators:** Have full access to the software in all schools in the district.

- **General Ed Teacher:** Use of this group is optional. To activate this group, select **Utilities Desktop | System Files**. Checking *Create Gen Ed Caseload* automatically creates caseload assignments for Gen Ed teachers right after the Scheduled Student Update runs. This means that any General Ed teacher who teaches a Special Ed student will have view-only rights to the student's Special Ed record.
- **Managers** – Have full access to all menu items for their individual school. The only menu option this group does not have access to is the *Edit Permissions* menu. In other words, Managers have full control over student records in their school, but only their school (by default).
- **Teachers** – Have full access only to students on their caseload (by default).
- **Users:** To access this menu option from the menu tree, click the plus sign to the left of *Security Desktop*; then click **Users**. Previously created users may be displayed on the screen. This option allows users to be created from the *Employee File*. If security groups have been assigned, the group(s) will display in the right box as the user name is highlighted in the left box. To display all current users, click in the *Last Name* field, press the space bar once and then press the *Enter* key. (This three-step process will display any data type, such as students, staff members, codes, etc.).

User Name	Last Name	First Name	Teacher Number	School Number
Administrator	Administrator	System		
BA	ANDERSON	BILL	911111110	150
KB	BAARS	KAREN	911111112	150
CB1	BALLARD	CHARLES	555555577	150
CB	BORDOVSKY	CASEY	911111114	150
BB	BUSH	BRANDON	302	152
AB	BYER	ANDY	555555555	150
JC	CASH	JAMA	944444444	150

- **Insert:** Selecting this option allows creation of a new user. After clicking **Insert**, click the blue plus sign to locate a staff member from the Employee file. After highlighting the desired employee's name, click **OK**. Then enter the *User Name*, *Password*, and *Confirm Password*. Click **OK**, check the appropriate Group(s) in the box at right and then click **Save**.
- **Change:** Selecting this option allows a password to be changed.
- **Delete:** Selecting this option allows deletion of a user.
- **Effective Permissions:** To access this menu option from the menu tree, click the plus sign next to *Security Desktop*. The purpose of this menu option is to view permissions of a specific user. No changes are allowed on this screen.
 - **Object Types:** Click the down arrow to select an Object Type (*School*, *Form Type* or *Menu Item*).
 - **Groups:** Click the down arrow to select the desired Group.

- **Load:** Click **Load** after the desired Group is selected to display that group's Effective Permissions.
- **Edit Permissions:** To access this menu option, from the menu tree click the plus sign next to *Security Desktop*. Only employees with Administrative rights may access this menu option. This option allows editing of rights/permissions for previously created Groups.

Edit Permissions

Object Types: School (selected), School, Form Type, Menu Item

Groups: Managers

Buttons: Load, Save

Callout: After selecting an *Object Type* and *Group*, click **Load**.

- **Object Types:** The three *Object Types* refer to different types of access options.
 - **School:** Displays all schools in your district, with the option to add or remove school(s) access for the selected *Group*.

Edit Permissions

Object Types: School (selected), School, Form Type, Menu Item

Groups: Administrators

Buttons: Load, Save

School	Read
MISSOURI DEMO K-12 SCHOOL	<input type="checkbox"/>
MISSOURI DEMO MIDDLE SCHOOL	<input type="checkbox"/>
MISSOURI SETS WEBB HIGH SCHOOL	<input type="checkbox"/>

Callout: To give or deny access to specific schools click in the checkbox; then click **Save**.

- **Form Type:** Displays all forms with the option to add or remove access to any or all forms. Selecting the checkboxes at the top of each column controls the access options vertically. For example, clicking in the *Full Control* checkbox at the top of the first column grants full control over ALL forms. You may remove full access to a specific form by removing any of the individual checkboxes in the *Full Control* column. For example, if a group needs access only to the Referral Form, place a checkmark by that form in the *Full Control* column.

Edit Permissions

Object Types: Form Type (selected), School, Form Type, Menu Item

Groups: Administrators

Buttons: Load, Save

Form Type	Full Control	Amend	Complete	Save	Delete	Create	Read
Description of Areas to be Assessed and Known Tests to be Used	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IDEA Transfer Student Documentation Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IEP - Data Collection Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IEP - Excusal of Mandatory IEP Team Members Agreement Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IEP - Form A - Blind and Visually Impaired	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IEP - Form B - Extended School Year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IEP - Form C - Transition Services Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Callout: To give or deny access to specific forms click in the checkbox(s); then click **Save**.

- **Menu Item:** Displays all the menu items that are listed in the menu tree on the left side of the screen, with the option to add or remove access to any menu option for the selected group.

Edit Permissions

Object Types: **Menu Item** Groups: **Counselors** Load Save

To give or deny access to specific Menu Items click in the checkbox(s) by the desired item; then click **Save**.

Menu Item	Fullcontrol	Write	Read
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caseload Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Case Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Count Desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code Desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Student Folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete a Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District Codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit Permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective Permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Process Desktop

- To access this menu option, click the plus sign next to the *Utilities Desktop*; then select *Process Desktop*. This menu provides a view of all processes contained in the software. No changes are allowed. As a particular process is highlighted in the left box, the right box displays all the forms contained in that process.

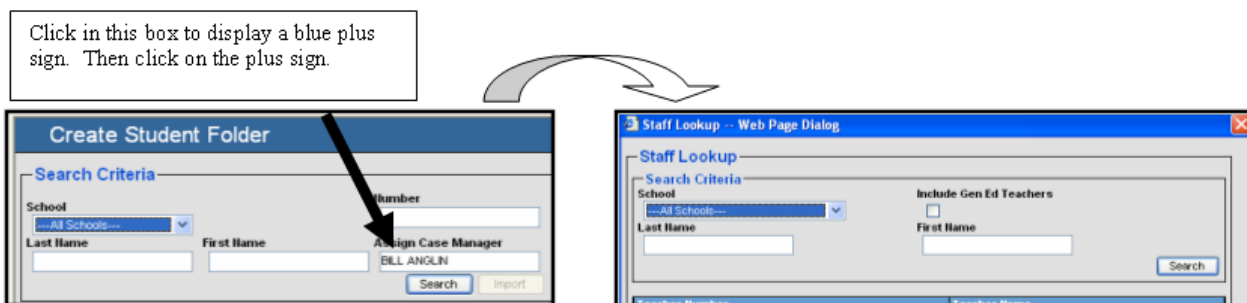
Process Desktop min res max

Processes			
Name	Pub	Description	Days
Behavior	<input checked="" type="checkbox"/>	Behavior	0
IEP	<input checked="" type="checkbox"/>	IEP	0
IEP/Annual Review	<input checked="" type="checkbox"/>	IEP/Annual Review	0
Initial Eligibility	<input checked="" type="checkbox"/>	Initial Eligibility	0
Initial IEP	<input checked="" type="checkbox"/>	Initial IEP	0
MEEDT	<input checked="" type="checkbox"/>	MEEDT	0
Out of State	<input checked="" type="checkbox"/>	Out of State	0
Reevaluation	<input checked="" type="checkbox"/>	Reevaluation	0

Forms in Selected Process				
Description	Min	Max	Sequence	Days
Manifestation Determination Review	0		1	
Notice of Suspension	0		2	
Meeting Attendees	0		3	

Create Student Folder

- To access this menu option, click the plus sign next to the *Utilities Desktop*; then select **Create Student Folder**. A folder should be created to track all students who enter any phase of the Special Education process. The student folder houses dates to be monitored for compliance. These fields will auto-populate from forms that are completed in the program. Perform the following steps to create a student folder:
 - After selecting *Create Student Folder* from the menu tree on the left, the screen below will be displayed. The person logged into the program is by default automatically listed as the Case Manager. To change this default to the appropriate Case Manager click in the *Assign Case Manager* field to display the blue plus sign. Click on the plus sign to look up the desired staff member. Enter the last name of the staff member and click **Search**. Highlight the staff member's name and click **OK**.



- Enter the last name of the student in the *Last Name* field. Then click **Search**.

First Name	Last Name	Student Number	DOB	Grade	Gender	Race	ENT	VID	GSStatus
GREENE	AKERS	437710381	12/23/1982	11	M	B	09/02/1997		ACTIVE
PHIL	ARRUPP	423273472	02/08/1985	10	M	vW	09/02/1997		ACTIVE
MADISON	AVENUE	633243390	02/15/1986	9	F	vW	08/14/2000		ACTIVE
SHUN N.	AVOYDE	418150117	12/10/1982	12	F	B	09/02/1997		ACTIVE
GEORGIA	AVNMAMIND	420319193	03/11/1986	9	F	vW	09/02/1997		ACTIVE

Import

- After highlighting the name of the desired student, click **Import**.
- The student folder will be displayed. Now when the case manager of this student logs into the program, he/she will have full access to this student's record.

Caseload Assignment

- To access this menu option, click the plus sign by *Utilities Desktop* and then select **Caseload Assignment**. The purpose of the *Caseload Assignment* section is to create the relationship(s) different staff members have to a particular student. The student listed at the top of the screen is the student you will be working with. A staff member may be associated with a student in multiple ways. For example, a Special Education teacher may also provide a related service for a child. All assignments are accomplished here except assignment of a Case Manager. This assignment is done in the folder.

Caseload Assignment				min	res	max
Insert	Last Name	First Name	Relationship			
Change	DEAL	DUNNE	Psychometrist			
Delete	DRAWERS	CHESTER	Related Service Provider			
	Duck	Daffy	Speech Therapist			

- Click **Insert** to add a staff member to the selected student's record.

- Click the ellipsis button to locate the desired staff member.

- Enter the last name of the staff member and select **Search**. Highlight the name of the desired staff member and click **OK**.

Caseload Assignment				min	res	max
Insert	Last Name	First Name	Relationship			
Change	DEAL	DUNNE	Psychometrist			
Delete	CHESTER	CHESTER	Related Service Provider			
	Daffy	Daffy	Speech Therapist			

- **Change:** Selecting this option allows the user to change a staff member's relationship to the selected student.
- **Delete:** Selecting this option allows the user to delete a staff member from the selected student's Caseload Assignment.

System Files

The *System Files* menu houses several options that enhance the operation of the software. To access this menu click the plus sign to the left of *Utilities Desktop*; then select *System Files*.

Daily Student Update

- **Schedule Student Update:** Checking this option allows STISETSWeb student demographic data to be updated on a regular basis from the STIDistrict database.
- **Scheduled Time:** The user should enter the time as *HH:MM* [*a.m.* or *p.m.*]. For example: If 2:30 A.M. is entered, this would indicate that every morning at 2:30 a.m., the system will refresh the Special Education student information with the latest changes that occur in STIOffice (in correspondence with STIDistrict). The time entered here should always be AFTER the nightly STIOffice upload.
- **InformationNOW WebServices URL**
- **Synchronize Now:** Click this button to manually update the *InformationNOW* demographic data in STISETS.

Miscellaneous Setting

- **Show Student SSN:** This allows for students' Social Security Numbers to be hidden (unchecked) or displayed (checked) within the STISETS.
- **Inactivity Timeout:** Inactivity Logout time may be set here, for up to 15 minutes. If no activity takes place in the software after the specified number of minutes, the software automatically logs the user out.
- **Child Count Date:** Enter the appropriate Child Count date in the Child Count Date field. Select the *Save Tab* feature to save the date in the program.
- **Take Snap Shot:** Selecting this icon creates a Snapshot of the Child Count Data.
- **Delete Snap Shot:** Click to delete a snap shot. The user will then be able to select the Child Count Snapshot to be deleted.

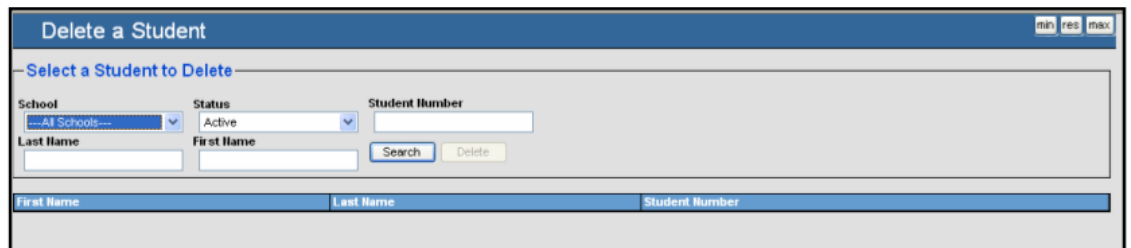
Security Policy Settings

- If desired, an administrator may set restrictions on passwords.
 - **Password Expiration Days:** This allows for a password to expire in a given number of days. For increased system security, users may wish to set the system to require password modification every 30 to 90 days.
 - **Remembered Passwords:** This is a setting that allows several previously used passwords to be remembered. Users cannot use the same password once their password expires.
 - **Lockout Minutes:** This indicates the number of minutes for which a user may attempt to sign on. If a user tries unsuccessfully to log in for this amount of time, the system will lock that user's account. The user will then need to go to the administrator to have his/her account unlocked.
 - **Lockout Threshold:** This is the number of times a user may attempt to log in with an incorrect password. If a user tries unsuccessfully to log in for this number of times, the system will lock the user's account. The user will then need to go to the administrator to have his/her account unlocked.

Delete a Student

Occasionally it becomes necessary to delete a student. For example, a Special Education Folder may have been created by mistake for a student. Deleting a student from the STISETSWeb database does not delete the student from the STIDistrict database; the only record deleted is the student's Special Education Folder record.

Note: You may not delete any student who has completed Special Education forms. To access this menu, click the plus sign next to *Utilities Desktop*; then select **Delete a Student**.



- Students may be searched by School, Status, Student Number, Last Name, or First Name.
- After the desired criteria have been entered, click **Search**.
- Highlight the name of the student to be deleted and click the **Delete** button on the lower right.
- After deletion, the program takes you back to the User Desktop.
- Remember, you have deleted the Folder record only, not the entire student record.

Mass Assign

This utility is used to change relationships from one staff member to another. Typically it is used at the start of school or end of year when students are moving from schools or grades. This process is not looking at Active or Inactive Special Ed students; it looks at all Special Ed students. Two steps are used to complete this process. The user must first decide which students are to be moved from their current teachers. Secondly, the user should decide which teacher will receive these students. To mass-move a caseload or relationship, the following steps are necessary:

The screenshot shows the 'Mass Caseload Assignment' web application. It is divided into three main sections: 'Find Students', 'Assign To', and a table at the bottom.

- Find Students:** Contains search criteria for School (dropdown), Grade (dropdown), Exceptionality (checkbox), LRE (checkbox), and a 'Having' section with Staff (dropdown) and Relationship (dropdown) fields. There are 'Search' and 'Un-Assign' buttons.
- Assign To:** Contains a 'Staff' dropdown and a 'Relationship' dropdown with the text 'Please select...'. There is an 'Assign' button.
- Table:** A table with columns: Student Number, Student Name, Grade, LRE, Exceptionality, Case Manager, and Processed. There is a 'Hide Processed' checkbox above the table.

- In *Find Students*, you may search: School, Grade, LRE and/or Exceptionality for the students to be moved.
- An advanced search option is available on the right side of the screen called *Having*. This is an ideal tool for instances when a teacher's entire caseload is to be moved to another teacher. In the *Having* search, you may search for the staff member currently servicing the student and what relationship that staff member has to the student.
- Once you have fulfilled the search criteria, click the **Search** button.
- Notice there is one more search option called *Assign To*. Use this feature to define the staff member to whom the selected students are to be assigned. The relationship must be defined as well. **DO NOT** click **Assign** at this point.
- Select the student(s) from the search box at the bottom of the screen. When the box(es) beside the appropriate student(s) have been checked, click **Assign**.
- Continue this process until all students have been moved to the appropriate staff member.

Archive Students

This feature is provided to allow users to file away students who are no longer receiving services in a district. Since school districts are required to retain student files for several years after the students leave, the archive feature eliminates the need to perform daily routines on these student records. The Archival process is typically an End of Year procedure. The basic action performed during this process is the selection of students followed by the mass-exiting of the selected students.

Note: To select multiple students, hold down the *Shift* key on the keyboard and click each one. Also note that Archiving automatically changes the Exit Reason. Archiving does NOT change the status of the student folder.

- First search the students as done previously.
- Check the *non-STIOffice* checkbox to select students who are not in STIOffice Program.
- Click **Search** to continue.
- Continue to the *Archive Students* box. Select the *Exit Reason*. The *Exit Date* displays the current date.
- Check the box next to each applicable student's name.
- After all students have been selected, click **OK**.

Archive Students

Note: Gifted students (primary exceptionality of GT) will not be exited.

Exit Reason:

Archive While Exiting: ☐

Exit Date:

OR

Archive Reason:

Archive Date:

Selected Students' Case Manager will be set to "System Administrator."

Student #	Student Name	Grade	Sex	Sn	Ssn	DOB	SpEd Status	Case Manager	Exceptionality
-----------	--------------	-------	-----	----	-----	-----	-------------	--------------	----------------

Un-Archive Students

This utility is used to bring students back from Archived status. It is recommended that this procedure only be used as the Special Education director has outlined within your district.

- First locate the students to Un-Archive.
 - Select the appropriate school and grade.
 - Enter several letters of the student's last name and/or first name to search.
- Click in the checkbox to un-archive a student or click in the checkbox to the right of Un-Archive to select all students. To select multiple checkboxes, hold down the *Shift* key on the keyboard as you check each box.
- After all boxes have been selected, click the **Un-Archive** button to the right of the search results field.

Un-Archive Students

Find Students

School:

Grade:

Case Manager:

Last Name:

First Name:

Selected Students' Special Education Status will be set to "Inactive."

Un-Archive	Student #	Student Name	Grade	Sex	Sn	Ssn	DOB	SpEd Status	Case Manager
------------	-----------	--------------	-------	-----	----	-----	-----	-------------	--------------

Critical Student Information

This tool should only be used by a System Administrator. Since this tool allows the user to change STISETSWeb information to match the same information in STIOffice, the person making the changes must verify the information in STIOffice before making any changes in STISETSWeb. WARNING:

- Before changing student information, please make sure you are authorized to do so.
- Make sure the data is correct in STIOffice.
- Any changes made may get changed back on nightly update.
- If you are unsure of the consequences and/or the use of this form, please contact STI Support.

Critical Student Information

WARNING:

1. When changing Student Information please make sure you are authorized to do so.
2. Make sure the data is correct in STI-Office.
3. Any changes made may get changed back on Nightly Update.
4. If you are unsure of the consequences and/or the use of this Form, please contact STI Support.

Student
MARCUS ABSENT

Current Student Number
111333333

Current School
ARIZONA K-12 DEMO SCHOOL

Current First Name
MARCUS

Current Last Name
ABSENT

Current Social Security Number
111-33-3333

Current Phone Number
844-0884

Current Date of Birth
11/04/2001 12:00:00 AM

Current Gender
M

Current Ethnicity
1

New Student Number
111333333

New School
ARIZONA K-12 DEMO SCHOOL

New First Name
MARCUS

New Last Name
ABSENT

New Social Security Number
111-33-3333

New Phone Number
844-0884

New Date of Birth
11/04/2001

New Gender
Male

New Ethnicity
CODE UNAVAILABLE (1)

OK

Change Case Manager

To access this menu, click the plus sign to the left of *Student Desktop*. This option allows the user to change a student's Case Manager. Only users with *Administrative* or *Manager* rights will have this option.

- To change a Case Manager, begin by selecting a student.
- Select **Student Desktop | Change Case Manager**. After selecting this menu option, the user may search by *School*, *Last Name* or *First Name*. Enter the desired criteria and click **Search**.
- Once the desired employee name is highlighted, click **Select**.

Change Case Manager

Select the new Case Manager

School
---All Schools---

Last Name
a

First Name

Search **Select**

After highlighting the desired employee, click **Select**.

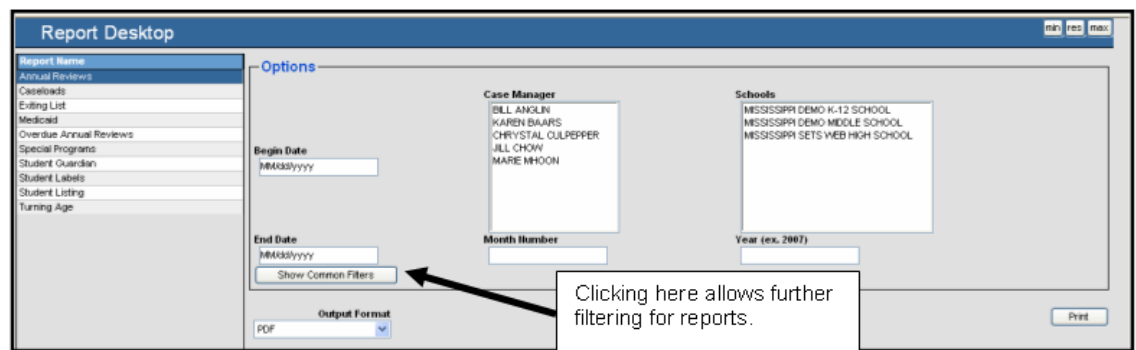
Teacher Number	First Name	Last Name
System		Administrator
*****1110	BELL	ANGELIN
*****1116	AVANT	ANNA

Report Desktop

A variety of reports are pre-loaded in the program. Adobe Acrobat Reader (a free download) is required for report generation. Only users with *Manager* or *Administrative* rights will have access to this menu. The difference in this menu and the one with the same name under Student Desktop is this Reports menu allows listing of all students in an entire school or district, whereas the Reports menu under Student Desktop only allows reporting for students on a particular teacher's caseload.

Reports

To access this menu option click the plus sign by *Reports Desktop* from the menu tree at left; then select *Reports*.



- Highlight the desired report on the left side of the screen.
- If appropriate, select filter *Options*.
- Click the down arrow to select the *Output Format*.
 - **PDF** brings up Acrobat Reader.
 - **RTF** brings up Microsoft Word.
 - **XLS** brings up Excel Spreadsheet.
- Click **Print** to preview the report before printing.

Sets Query

This is the area designed to allow Administrators and Managers to build reports based on school-wide or district-wide listings. There is also a *SETS Query* (*Caseload*) that allows teachers to build the same custom reports for students on their caseloads. While the query is being built, a display of the report organization will appear at the bottom of the STISETS Query screen. This allows users to see how the report will be laid out. All reports generated from *Sets Query* are live reports, meaning you may click on any student's name on the print preview screen and that student's folder will display. The following information will guide users through creating a report. Our example report will list all students whose IEP specifies that they will take the Biology Assessment. The report will also include Last Name, First Name, Grade, Gender, Age and Race.

- **School:** The user may select from the drop-down list the particular school for which one is attempting to build a report. The user may also select the *All Schools* option to build a report.
- **Report Title:** A report title may be entered in the appropriate text field. Our example title will be *Mississippi Demo District Students Taking the Biology Assessment*.
- **Xml, Htm, Txt:** Choose the format in which the report will be generated by clicking the desired bullet box next to the *Xml* (used for trouble-shooting); *Htm* (Web page format); or *Txt* (text format) headings. Our example will be in *Htm* format.
- **Totals Only:** Selecting this checkbox will yield a report generating totals only.
- **Active Only:** Selecting this checkbox will yield a report including active students only.
- **Counts:** Selecting this checkbox will display counts at the bottom of the screen based on the criteria selected.
- **Report Name:** Use this text box to name the file and load or save it.
- **Run:** Click this button when you are ready to run the report.
- **Load:** Selecting this option allows the user to load a previously saved report.
- **Save:** Selecting this option saves the report
- **New:** Selecting this option clears all fields, preparing the screen for a new report.

There are three headings which contain a myriad of text fields and drop-down boxes the user may apply to the report.

- **Student Fields:** Enter data in the desired text fields to include information pertaining to the *Student Fields* in the report. Select the check box to include the information in the report. Our example query will include Last Name, First name, Grade, Gender, Age, and Race.
- **Folder Fields:** Enter data in the desired text fields to include information pertaining to the *Special Ed. Fields* in the report. Select the checkbox to include the information in the report. Our sample report will include Case Manager Last Name and LRE Name.

- **Form Fields:** Enter data in the desired text fields to include information pertaining to the *Form Fields* in the report. Select the check box to include the information in the report.
 - **Form:** Click the down arrow to select a specific form. For our example, select **IEP W- 4 Assessment Participation**.
 - **Field:** Click the Ellipsis button to display the dialog box for selecting form criteria. For our example, select:

The screenshot shows the 'SETS Query' window. The 'Form' dropdown is set to 'IEP W-4 Assessment Participation: MS0017e'. The 'Field' dropdown is set to 'Biology/Yes'. The 'Filter Value' is set to '1'. A callout points to the 'Filter Value' field with the text 'Ellipsis button'. Below the form fields, a 'Results: (Top 5 Results Max)' section displays a table of student data.

Last Name	First Name	Grade	Gender	Age	Race	Ethnic	Group	Form Name	Biology/Yes
DOG	PLUTO	6	M	11	WHITE	ANGLIN	Special Education Outside Regular Class > 60% Of Day (Ages 6-21)	1	
ANSEX	WYDE	8	M	16	WHITE	ANGLIN	Special Education Outside Regular Class > 60% Of Day (Ages 6-21)	1	
ALW/MAMIND	GEORGIA	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class > 60% Of Day (Ages 6-21)	1	
MIND	NEVER	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class > 60% Of Day (Ages 6-21)	1	
PIG	PORKY	9	M	14	WHITE	ANGLIN	Special Education Outside Regular Class < 21% of Day (Ages 6-21)	1	

The screenshot shows the 'FormAttr - Web Page Dialog' box. The 'Form' is 'MS0017e' and the 'Field' is 'Biology/Yes'. The 'Heading' is 'Biology/Yes'. The 'Select Properties For Field' list has 'Equal To' selected. The 'Filter Value' is '1'. A callout points to the 'Filter Value' field with the text '1. Click this down arrow to select **Biology Yes**.' Another callout points to the 'Equal To' option with the text '2. Select **Equal To**. 3. For Filter Value enter "1". 4. Click **OK**'.

- **Run:** Click this icon to run the report. The resulting report is shown below. Selecting *Group Break* allows grouping by grade, teacher, school, etc.

SETS Query min res max

School: Report Title: ☐ xml ☒ html ☐ text ☐ Counts? ☐ Totals Only? ☒ Active Only? Report Name:

Student	Folder	Form
<input type="checkbox"/> SNLM	<input type="checkbox"/> Caseload.TNLM	Form: EP W-4 Assessment Participation: MS0017e
<input checked="" type="checkbox"/> FName	<input type="checkbox"/> Caseload.FName	Field: BiologyYes
<input checked="" type="checkbox"/> LName	<input checked="" type="checkbox"/> Caseload.LName	Field: <input type="text"/> = 1
<input type="checkbox"/> Addr1	<input type="checkbox"/> LRE Code	Field: <input type="text"/>
<input type="checkbox"/> Addr2	<input checked="" type="checkbox"/> LRE Name	Field: <input type="text"/>
<input type="checkbox"/> City		Field: <input type="text"/>
<input type="checkbox"/> State		Field: <input type="text"/>

Results: (Top 5 Results Max)

Last Name	First Name	Grade	Gender	Age	Ethnic Group	CMgr LName	LRE Name	BiologyYes
DOG	PLUTO	6	M	11	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
ANSEK	HYDE	8	M	16	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
AWNMAMIND	GEORGIA	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
MIND	NEVER	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class 21%-60% Of Day (Ages 6-21)	1
PIG	PORKY	9	M	14	WHITE	ANGLIN	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1

MISSISSIPPI DEMO DISTRICT STUDENTS TAKING THE BIOLOGY ASSESSMENT

Last Name	First Name	Grade	Gender	Age	Ethnic Group	CMgr LName	LRE Name	BiologyYes
DOG	PLUTO	6	M	11	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
ANSEK	HYDE	8	M	16	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
AWNMAMIND	GEORGIA	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
MIND	NEVER	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class 21%-60% Of Day (Ages 6-21)	1
PIG	PORKY	9	M	14	WHITE	ANGLIN	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1
SAM	YOSEMITE	10	M	14	WHITE	ANGLIN	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1
BUNKER	EDITH	11	M	16	BLACK	ANGLIN	Special Education Outside Regular Class 21%-60% Of Day (Ages 6-21)	1
FAYETTE	BOY	12	M	18	WHITE	MHOON	Special Education Outside Regular Class 21%-60% Of Day (Ages 6-21)	1
GENEVA	BOY	12	M	17	WHITE	MHOON	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1

Total: 9

Sets Query (Caseload)

Unlike the previous Sets Query, this query is designed to build user-defined reports based ONLY on an employee's caseload. An employee who has been assigned a security role of *Teacher* will use this report option after login.

Since the functionality of *Sets Query (Caseload.)* is the same as *Sets Query*, the user may refer to the *SETS Query* section of this guide.

Saving and Loading Queried Reports

- After a report has been created using SETS Query, the report may be saved and loaded for use again. The following steps demonstrate how to save and load the report.
- After running the report and closing the print preview screen, select **Save**.

SETS Query

School: Report Title: ☐ xml ☒ html ☐ txt

☐ Totals Only? ☒ Active Only?

Student	Folder	Form
<input type="checkbox"/> SNUM	<input type="checkbox"/> CaseMgr TLUM	Form: EP W-4 Assessment Participation: MS0017e
<input checked="" type="checkbox"/> FName	<input type="checkbox"/> CaseMgr FName	Field: Biology/Yes
<input checked="" type="checkbox"/> LName	<input type="checkbox"/> CaseMgr LName	Form: <input type="text"/> = 1
<input type="checkbox"/> Addr1	<input type="checkbox"/> LRE Code	Form:
<input type="checkbox"/> Addr2	<input checked="" type="checkbox"/> LRE Name	Form:
<input type="checkbox"/> City		Form:
<input type="checkbox"/> State		Form:

Results: (Top 5 Results Max) [View Report](#)

Last Name	First Name	Grade	Gender	Age	Ethnic Group	Parent name	REF Name	Biology/Yes
DOG	PLUTO	6	M	11	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
ANSEK	HYDE	8	M	16	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
AWNAMIND	GEORGIA	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
MIND	NEVER	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class 21%-60% Of Day (Ages 6-21)	1
PIG	PORKY	9	M	14	WHITE	ANGLIN	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1

- Select whether this report will be *Public* (meaning other employees may access this report) or *Private* (meaning only the person who created this report has access).

SaveQuery -- Web Page Dialog

☐ Public
☒ Private

Query Name: Biology Assessment

Description: List of Mississippi Demo District students taking

Enter a **Query Name** and *Description* (optional); then click OK.

- The report has been saved for future use. To load this saved query, click **Load**. After loading, this report is ready for previewing/printing.

SETS Query

School: Report Title: ☐ xml ☒ html ☐ txt

☐ Totals Only? ☒ Active Only?

Student	Folder	Form
<input type="checkbox"/> SNUM	<input type="checkbox"/> CaseMgr TLUM	Form: EP W-4 Assessment Participation: MS0017e
<input checked="" type="checkbox"/> FName	<input type="checkbox"/> CaseMgr FName	Field: Biology/Yes
<input checked="" type="checkbox"/> LName	<input type="checkbox"/> CaseMgr LName	Form: <input type="text"/> = 1
<input type="checkbox"/> Addr1	<input type="checkbox"/> LRE Code	Form:
<input type="checkbox"/> Addr2	<input type="checkbox"/> LRE Name	Form:
<input type="checkbox"/> City		Form:
<input type="checkbox"/> State		Form:

Results: (Top 5 Results Max) [View Report](#)

Last Name	First Name	Grade	Gender	Age	Ethnic Group	Parent name	REF Name	Biology/Yes
DOG	PLUTO	6	M	11	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
ANSEK	HYDE	8	M	16	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
AWNAMIND	GEORGIA	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class >60% Of Day (Ages 6-21)	1
MIND	NEVER	8	F	15	WHITE	ANGLIN	Special Education Outside Regular Class 21%-60% Of Day (Ages 6-21)	1
PIG	PORKY	9	M	14	WHITE	ANGLIN	Special Education Outside Regular Class <21% of Day (Ages 6-21)	1

User Desktop

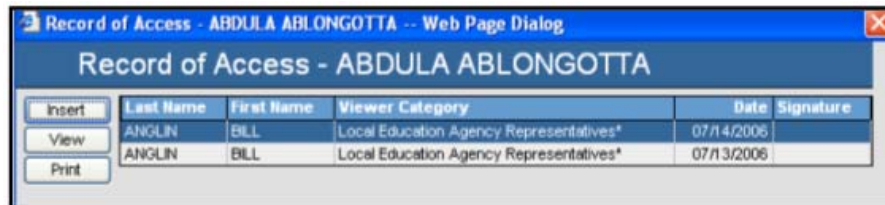
In the STISETSWeb *User Desktop* users will see their caseloads populating the *Student Number, Last Name, First Name, Relationship, LRE, Special Education Status, Exceptionality, School, DOB, Age, Gender, Race* and *Grade* fields. When an employee with teacher rights logs in to the program, the opening screen displays the *User Desktop*. A user's caseload consists of students who are associated by way of case management, Special Education service and/or related service.

When the user opens the program, the student demographic section of the screen will not be populated with data until a student is selected. After a student is selected, not only is that student's information displayed at the top of the screen, but all Special Education processes that have been assigned to the student will be displayed. The screen has been prepared for working with the student's forms, like a canvas ready for painting.

The screenshot displays the 'User Desktop' interface. At the top, a blue header bar contains the user's name 'AARON, MICHAEL E.' and navigation buttons. Below this, the 'Selected Student' section shows details for Aaron, Michael E., including his Student ID (11111111), School Name (MISSISSIPPI DEMO K-12 SCHOOL (123)), and various status fields. A callout box labeled 'Demographic Section for Selected Student' points to this area. Below the student details is a 'Record of Access...' section, which is a table listing access events. A callout box labeled 'Record of Access' points to this table. The main part of the screen is the 'Caseload' section, which is a large table listing students in the user's caseload. At the bottom right, there are buttons for 'Processes' and 'Folder', with a callout box labeled 'Processes Folder' pointing to them.

Student Number	Student Name	Relationship	LRE	Special Education Status	Exceptionality	School	DOB	Age	Sex	Race	Gr
11111111	MICHAEL AARON	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	05/02/1995	10 M	W		2
22222222	ABDULLA ABLODOTTI	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	OH	MISSISSIPPI DEMO MIDDLE SCHOOL	03/28/1990	16 F	W		6
12000002	FALLON ANGEL	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	SLD	MISSISSIPPI DEMO MIDDLE SCHOOL	10/02/1991	14 F	W		7
21111114	WYDE ANGEL	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active	LS	MISSISSIPPI DEMO MIDDLE SCHOOL	07/11/1990	16 M	W		6
22222229	BLAIR OUT ANSHERS	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	SLD	MISSISSIPPI DEMO MIDDLE SCHOOL	06/06/1991	15 M	B		7
21111123	GEORGIA AHMMAMIND	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	END	MISSISSIPPI DEMO MIDDLE SCHOOL	10/04/1990	15 F	W		8
95400000	JOHANN BACH	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	11/23/1994	11 M	W		4
30000007	MARCY BEAUCCOU	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO MIDDLE SCHOOL	09/26/1990	15 F	W		7
16000000	SPONGE BOB	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	10/11/2001	4 F	W		99
22222229	ATTIA BOY	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO MIDDLE SCHOOL	11/18/1991	14 M	W		7
22444455	FLORA BUNDA	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO MIDDLE SCHOOL	08/11/1992	14 F	W		7
55555555	EDITH BUNNER	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	OI	MISSISSIPPI DEMO K-12 SCHOOL	08/15/1990	16 M	B		11
11122444	BOUS BUNNY	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	12/06/2001	4 M	A		99
34000000	BOZO CLONNE	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	11/06/2001	4 M	B		99
12000004	PLUTO DOO	CASE MANAGER	Special Education Outside Regular Class <40% of Day (Ages 6-21)	Active	END	MISSISSIPPI DEMO MIDDLE SCHOOL	10/16/1994	11 M	W		6
99999999	DANSEY DUCK	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	04/09/2002	4 F	B		99
21111132	DIS ORACE	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO MIDDLE SCHOOL	10/04/1990	15 F	W		8
22222222	ARNOLD HAMBAR	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO MIDDLE SCHOOL	04/17/1992	14 M	W		7
30000009	NEVER MIND	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	SLD	MISSISSIPPI DEMO MIDDLE SCHOOL	06/29/1991	15 F	W		6
30422222	MOKEY MOUSE	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active		MISSISSIPPI DEMO K-12 SCHOOL	05/15/1992	14 M	W		6
28100000	PORKY PRO	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	SLD	MISSISSIPPI DEMO K-12 SCHOOL	10/23/1991	14 M	W		9
49999998	YOSEMITE SAM	CASE MANAGER	Special Education Outside Regular Class <21% of Day (Ages 6-21)	Active	END	MISSISSIPPI DEMO K-12 SCHOOL	05/18/1992	14 M	W		10

- To select a student, double-click on the student's name.
- Record of Access:** This is a convenient feature that was added to track persons who access a student's record. When anyone other than the *Case Manager* accesses a student's record, it is automatically logged here. Clicking **Insert** allows the user to log other persons accessing the record.



- **Processes:** Clicking here allows the user to access any Processes assigned to the selected student.
- **Folder:** Clicking here allows quick access to the selected student's folder.

Student Desktop

Because the *Student Desktop* houses student records, Special Education teachers maintain those records here. This area of the software is essentially the teacher's work place. Since all processes and the forms necessary for completion in each process are housed in this area, teachers can track Special Education students as they move from referral to eligibility to IEP development.

Student Folder

Housing the most current date information on students, this feature is accessed by clicking the plus sign to the left of *Student Desktop*; then selecting *Student Folder*. The student folder houses dates to be monitored for compliance. These fields will auto-populate from forms that are completed in the program.

The Folder has 3 tabs.

Basic Continued Medicals

Base Information

Status: Active

Teacher of Record: BILL ANGLIN

Primary Language: [Dropdown]

Exceptionalities

Misc. / Form Information

Date Enrolled in District for Spec. Ed. Services: MM/SS/YYYY

School SAT: MM/SS/YYYY

Request for Due Process: MM/SS/YYYY

IEP Annual Review Date: MM/SS/YYYY

Notice of Initial Evaluation: MM/SS/YYYY

Initial Placement Date: MM/SS/YYYY

DSAT: MM/SS/YYYY

Date of Eligibility: MM/SS/YYYY

Instructional Intervention Documentation: MM/SS/YYYY

Psychological Report Date: MM/SS/YYYY

Temporary Services: MM/SS/YYYY

Referral Date: MM/SS/YYYY

Re-Evaluation Date: MM/SS/YYYY

Elementary/Secondary Teacher Narrative: MM/SS/YYYY

Psychological Report Date Expires: MM/SS/YYYY

Developmental History: MM/SS/YYYY

Parent Rights: MM/SS/YYYY

IEP Begin Date: MM/SS/YYYY

Parent Invitation to LSC Meeting: MM/SS/YYYY

Basic tab

- **Status:** Click the down arrow to select a status of Active, Contracted, Delete, Inactive, In-State, Not Eligible, Referred, Out-of State or Referred.
 - *Active* refers to all students currently receiving Special Education services.
 - *Active/Referred* refers to all students who are currently receiving Special Education Services but are being referred for another reason.
 - *Contracted* refers to students who services are contracted.

- *Delete* refers to students whose status is *Delete*.
- *Direct* refers to all students whose services are provided directly in the Special Education classroom.
- *Inactive* refers to all students who have left the school/LEA.
- *In-Direct* refers to students whose services are provided in the general education classroom.
- *Not Assigned* refers to students who have not been assigned a status category.
- *Not Eligible* refers to all students who have been determined not eligible for Special Education services.
- *Referred* refers to students who have been referred but not yet determined eligible for Special Education services.
- **Teacher of Record:** The name of the teacher who will be responsible for maintaining this student's Special Education record will be displayed in this field.
- **Exceptionalities:** Click this link to enter the student's exceptionality(s)
- **LRE:** Click the down arrow to select the student's Least Restrictive Environment.
- **Primary Language:** Click the down arrow to select the student's Primary Language.
- **Date Enrolled in District for Special Ed Services:** Enter the most current date the student began receiving Special Ed services in your district. (Note: This date is NOT the student's attendance enrollment date.)
- **Initial Placement Date:** Enter the student's Initial Placement Date.
- **Temporary Services:** Enter the date on which the student was placed on Temporary Services if applicable.
- **Developmental History:** Enter the Developmental History date.
- **School SAT:** Enter the School SAT date.
- **DSAT:** Enter the DSAT date.
- **Referral Date:** Enter the student's Date of Referral.
- **Parent Rights:** Enter the most current date Parent Rights were explained/issued.
- **Request for Due Process:** Enter the Request for Due Process Date if applicable.
- **Date of Eligibility:** Enter the date eligibility was determined.
- **Re-Evaluation Date:** After the Date of Eligibility is entered, the software automatically calculates the Re-Evaluation Date, three years minus one day.
- **IEP Begin Date:** Enter the IEP Begin Date.
- **IEP Annual Review Date:** Enter the IEP Annual Review Date.

- **Instructional Intervention Documentation:** Enter the appropriate date.
- **Elementary/Secondary Teacher Narrative:** Enter the appropriate date.
- **Parent Invitation to LSC Meeting:** Enter the appropriate meeting date.
- **Notice of Initial Evaluation:** Enter the appropriate date.
- **Psychological Report Date:** Enter the appropriate date.
- **Psychological Report Date Expires:** After the Psychological Report Date is entered, the software automatically calculates this date as three years minus one day.
- **Date:** Enter the date on which the student enrolled in Special Education.

This training guide does not list an explanation of appropriate information that should be entered in each field. These procedural questions should be directed to your Special Education Director.

Basic Continued tab

The following screen displays information from the *Basic Continued* tab in the folder.

The screenshot shows a software window titled "Student Folder" with a sub-tab "Student Folder". The "Continued" tab is selected. The "Basic Continued Tab" contains the following fields and sections:

- Other Programs:** Homeless (checkbox), ESY (checkbox), ESL (checkbox), Migrant (checkbox), ESS (checkbox). Below these are checkboxes for "Responsible Division" and "Receives all or some Special Education in a Regular Setting".
- Enrollment School:** A dropdown menu.
- Resourced?:** Resourced (checkbox). Below this are fields for "Report of Physical Observation", "Notice of Eligibility Decision (Not Eligible)", and "Notice of Response to Authority Requested by Parent", each with a date field (MM/SS/YY).
- Self-Contained:** Self-Contained (checkbox). Below this are fields for "Classroom Observation", "Notice of Consultation Meeting", and "Notice of Change in Placement", each with a date field (MM/SS/YY).
- Student Representative:** Student Representative (checkbox). Below this are fields for "Consideration of Specific Learning Disability" and "Notice of Change in Placement", each with a date field (MM/SS/YY).
- Student Representative Rotation:** Student Representative Rotation (checkbox). Below this are fields for "Parent Invitation to Eligibility Determination Conference" and "Service Plan", each with a date field (MM/SS/YY).
- User Defined Evaluation:** Type of Evaluation (dropdown), Date (MM/SS/YY), Days to Expire (text field), and Expires (MM/SS/YY).
- Exit Program Description:** A dropdown menu.

- **Other Programs:** Click to checkmark appropriate program.
 - Homeless
 - ESY=Extended School Year
 - ESL=English as a second language
 - Migrant
 - ESS=Extended School Services)
- **Resourced:**
 - Resourced: Click to checkmark whether the student is Resourced.

- Self-Contained: Click to checkmark whether the student is Self-Contained.
- Student Representative: Enter the name of the Student Representative.
- Student Representative Relation: Enter the relationship of the student representative.
- Enter the remainder of date field information as appropriate.
- **User Defined Evaluation:**
 - Type of Evaluation – Click the down arrow to select the Type of Evaluation.
 - Date – Enter the appropriate date of the evaluation.
 - Days to Expire – Enter the number of days the evaluation will expire.

Medicaid tab

Select appropriate information on the *Medicaid* tab.

Process Manager

This feature allows the user to view and manage all processes assigned to a student. A process is defined as a group of forms that should be completed in a specified period of time. There are five buttons located on the left side of this screen. Working on all forms follows the same procedure. To access the *Process Manager*, click the plus sign beside *Student Desktop*, then click **Process Manager**. Generation of the IEP form will be used as an example.

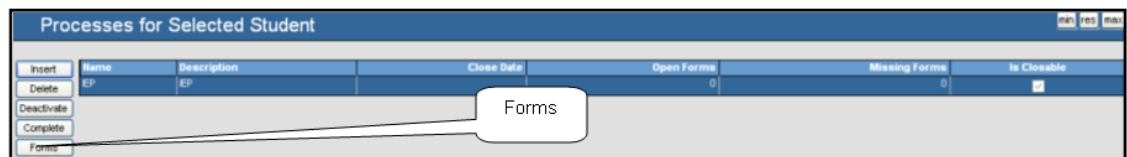
Processes for Selected Student						
Insert	Name	Description	Close Date	Open Forms	Missing Forms	Is Closable
Delete	IEP	IEP		0	0	<input type="checkbox"/>
Deactivate						
Complete						
Forms						

- **Insert** allows the user to attach a new process to a student.
- **Delete** allows the user to delete a process from a student's file if no forms have been completed in that process.
- **Deactivate** allows the user to delete a process. You may deactivate a process with open or completed forms, but **BE CAUTIOUS** in using this option. **THIS PROCESS IS IRREVERSIBLE!** Once a record is deactivated, it writes that a process has been deactivated to the *Record of Access*. Only users with *Manager* rights have access to deactivate a process.

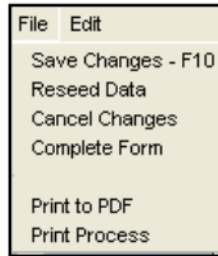
- **Complete** allows the user to finalize a process AFTER all required forms have been completed. After a process has been completed, the description of the **Complete** button changes to **Re-Open**.
- **Re-open** allows a user to return to forms or processes that have been previously completed.
- The **Forms** button will display all forms that are associated with the highlighted process. When this button is selected, the forms will appear on the left side of the screen.

Generating an IEP

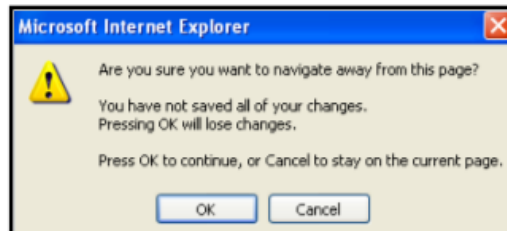
- **Selecting a Student:** From the *User Desktop*, select a student by double-clicking on the student's name.
- **Assigning a Process:** Select **Insert** from the *Process Manager* menu.
 - The next screen provides a drop-down list displaying all processes.
 - Click the drop down arrow and select **IEP**.
 - Then click **OK**.
- **Locating the Forms in the IEP Process:** After highlighting the *IEP Process*, click the **Forms** button at the lower left to display all forms contained in this process.



- **Working on Forms in the IEP Process:** All forms required in the IEP Process will be displayed on the screen. A colored square icon displays to the left of each form. On the opening screen all forms have a white icon beside them until the form is opened. As forms are modified, the icons will change color. Resting the mouse on any icon displays a descriptive *Tool/Tip*. Icons are color-coded as follows:
 - **Green:** Designates that s form is *Open*. The form is in draft (Open) status; changes are allowed.
 - **Red:** Designates a *Completed* form. No changes are allowed except by creating an *Amendment* (Addendum).
 - **White:** Designates *Not required for process completion*.
 - **Blue:** Designates *Open* (Amendment). This is a previously completed form with an Amendment.
- **File Menu:** Located in the upper left corner of forms, this menu is displayed after a process is opened. The following are options from the *File* menu:

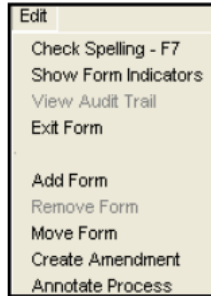


- **Save Changes – F10:** Allows the user to save information on a form. You may also press F10 to save information on a form. If you try to exit a screen before saving information the following warning message will be displayed:



If you have NOT saved the information, you should select *Cancel* before exiting the screen. Clicking OK allows exiting the screen without saving the information.

- **Reseed Data:** Allows the user to update data on a form. After a saved form is re-opened, any additional information entered in the STIOffice program will automatically transfer to this form from the Special Education Folder.
- **Cancel Changes:** Allows the user to cancel changes made to a form.
- **Complete Form:** Allows the user to mark a form as *Complete*. No changes will be allowed after this option is selected except by Amendment. Required fields (those with red diamond icons) must be completed before this option is selected. Errors will prompt the user to enter required information before completing the form.
- **Print to PDF:** Allows the user to open a form in a .PDF format for printing.
- **Print Process:** Opens a screen allowing the user to print all or part of the forms in a process.
- **Edit Menu:** The following list of options are available from the *Edit* menu:



- **Check Spelling:** Select this option for spell-checking, or press *F7*.
- **Show Form Indicators:** Allows visually impaired users to see the status of each form in a process.
- **View Audit Trail:** This feature allows access to the edited versions of a form by date.
- **Exit Form:** Allows the user to exit a form.
- **Add Form:** As forms are needed throughout a process, they may be added by selecting this option. A list of the forms in the process will be displayed.
- **Remove Form:** Allows the user to delete the highlighted form if it is not a required form on the process.
- **Move Form:** Allows the user to move a *Completed* form from an incorrect process to the correct process. This option should not be used to copy last year's IEP to the current year. This is for use in a situation where a form has been completed for the wrong process.

Note: To move a form from one process to another, the form must be in both processes. The user must open the incorrect form and select **Edit | Move**. A screen will display all of the processes this form may be moved to. Simply click on the correct process and the form should be moved.

- **Create Amendment:** An amendment may be created to adjust data on a completed form.
- **Annotate Process:** Allows the user to record commentary on the forms in a process.
- **IEP W-1 Summary of Performance in the Current Education Program:** Click on the text, *IEP W-1 Summary of Performance in the Current Educational Program* in the light blue area on the left of the screen. Notice that the icon changes color from white to green.
 - Scroll down the screen to enter appropriate information on this form.
 - As information is entered on this form, select the **File** menu and then click **Save Changes** (or press the *F10* key) to save the information.
 - After all required information has been completed on this form, select **File** and then click **Complete Form**. Notice the color of the icon to the left of the form changes to red, meaning this form is

locked and changes may only be made by creating an *Amendment* (Addendum).

- **IEP W-2 Supplementary Aids and Services, Personnel Supports in Regular Education:** To access the next form in the *IEP/Annual Review Process*, click on the text in the light blue area of the screen. The link in blue text *Click Here for Services* allows entry of Supplementary Aids and Services. Entry of service information will be as follows:

-
- Student Services**
- | | | |
|----------------------|----------------------------------|----------------------------|
| Related Services (1) | Modifications/Accommodations (2) | Supports for personnel (1) |
|----------------------|----------------------------------|----------------------------|
- | | | | | | | | |
|----------|------------------------------------|------------|------------|-----------|--------------------------|-------------------------------------|---------------|
| Insert | Service Type Description | Begin Date | End Date | Frequency | Closed | Attached to Goal | Attach/Detach |
| Change | Speech-Language Pathology Services | 10/10/2005 | 10/09/2006 | Daily | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Attach/Detach |
| Delete | | | | | | | |
| Complete | | | | | | | |
| Tasks | | | | | | | |

- IEP Annual Review (3/3/2006)**
IEP W-3a Measurable Annual Goal

File Edit

RESIZE

 - Notice of Committee Meeting
 - Procedural Safeguards
 - Consent for Initial Special Education and IEP
 - IEP W-1 Summary of Performance in the Past Year
 - IEP W-2 Supplementary Aids and Services
 - IEP W-3a Measurable Annual Goal
 - IEP W-3b Measurable Annual Goal - Non Academic
 - IEP W-4 Assessment Participation
 - IEP W-5 SCD Related Services and Supports
 - IEP W-6 Extended School Year Services
 - IEP W-7 Individual Transition Plan
 - IEP W-8 Signature Page
 - Notice of Response To An Agency Request
 - High School Program Description
 - Notice of Change in Placement
 - Parent Invitation Reschedule Form
 - Parent's Request for Removal from Special Education
 - Request for Independent Evaluation and Testing
 - Notice of Change in Placement Due to Reevaluation
 - Notice of Change in Placement Due to Reevaluation
 - Summary of Student Performance Report
 - Measurable Annual Goals

Mississippi Demo District **MISSISSIPPI DEMO K-12 SCHOOL**

IEP W-3a SPECIAL EDUCATION SERVICE GOAL

Student's Name: MICHAEL E. AARON

MEASURABLE ANNUAL GOAL(S):

Michael will demonstrate an understanding of the base ten number system by writing and counting four-digit whole numbers and identifying fractions. (P, M, H)

BENCHMARKS: SHORT-TERM INSTRUCTIONAL OBJECTIVE(S)	LA *	Method(s)	Report of Progress						
			1st	2nd	3rd	4th	5th	6th	
STOs are only required for students who are Significantly Cognitively Disabled (SCD). (Per IDEA '94)									
Michael will estimate quantities to the nearest multiple of ten.	<input type="checkbox"/>		MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy
Michael will group items by ones, tens, and hundreds.	<input type="checkbox"/>		MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy
	<input type="checkbox"/>		MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy
	<input type="checkbox"/>		MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy
	<input type="checkbox"/>		MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy
	<input type="checkbox"/>		MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy
	<input type="checkbox"/>		MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy
	<input type="checkbox"/>		MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy
	<input type="checkbox"/>		MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy
	<input type="checkbox"/>		MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy	MM/00/yy

BEGINNING/ ENDING DATES OF SERVICES: **FREQUENCY:**

LOCATION OF SERVICES:

SPECIAL EDUCATION RESOURCES ROOM

PROGRESS TOWARD ANNUAL GOAL:

REASON(S) FOR NOT MEETING GOAL:

EXPLANATION OF CODING SYSTEM

METHOD(S) OF MEASUREMENT	REPORT OF PROGRESS	PROGRESS TOWARD ANNUAL GOAL	REASON FOR NOT MEETING GOAL
1. Written Observation	1. Not applicable during this grading period	1. Anticipate meeting goal	1. More Time needed
2. Written Performance	2. No progress made	2. Do not anticipate meeting goal (note reason)	2. Excessive absences/tardies
3. Oral Performance	3. Little progress made	3. Assignment not completed	3. Assignments not completed
4. Criterion-Referenced Test	4. Progress made; Objective not yet met	4. Goal met (indicate date)	4. Need to review/review IEP
5. Time Sample	5. Objective Met		5. Other (Specify)
6. Demonstration/Performance			
7. Other (Specify)			

* Check if goal is a transition activity. (Student age 16-20)

- **IEP W-5 SCD Related Services and Special Factors:** Time will not permit all IEP forms to be covered in this training session. We are selecting a cross-section of forms, to demonstrate the functionality of STISETWeb. Follow the same procedure to work on this form as in the previous forms. All forms are completed by scrolling down the list of forms in the light blue area of the screen.

Click this link to display the Services screen. The following steps will guide you through the process of adding Services to a child's IEP.

- Click on the link Click Here for Services.
- The next screen will be displayed. There are three tabs for Student Services: *Related Services*, *Modifications/Accommodations* and *Supports for Personnel*. Completing information on each of these three tabs follows the same procedure.

Insert

Service Type	Description	Begin Date	End Date	Frequency	Closed	Attached to Goal	Attach/Detach
Speech-Language Pathology Services		10/10/2005	10/09/2006	Daily	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attach/Detach

- Highlight the appropriate tab. For our example, we will highlight *Related Services*.

- Click **Insert**.

Service Properties

Service Type
Speech-Language Pathology Services

Plan Begin Date
10/10/2005

Plan End Date
10/09/2006

Service Frequency Type
Weekly

Frequency
3

Service Details
Optional Service Details may be entered in this area: VVVVVVVVVVVVVVVVVVV

Location
Speech Lab

Amount of Time (Minutes)
20

Service Provider
CRYSTAL CULPEPPER

Record will be Changed

OK Cancel

- After entering appropriate information, click **OK** to save. Notice there are red and/or blue diamond icons by certain fields. Red means the field is required and has NOT been satisfied. Blue means the field requirement HAS been satisfied.
- **Insert:** Click this button to insert a new service.
- **Change:** To change an existing service, highlight the service and click **Change**.
- **Delete:** To delete a service, highlight the service and click **Delete**.
- **Complete:** To complete a service, highlight the service and click **Complete**. Note: No changes are allowed after a service is completed.
- **Tasks:** Click here to enter tasks for the highlighted service. This area is a log of all the tasks performed for the selected student. After clicking the **Tasks** button, the following screen will be displayed. You will not be able to perform a task until your Administrator or Manager gives you rights.

Service Tasks					
Service Information					
Service Type	Begin Date	End Date	Frequency	Closed	
Speech Therapy	10/10/2005	10/9/2006	1	<input type="checkbox"/>	

	Date	Begin Time	End Time	Void Entry	Closed
Insert	10/12/2005	10:00 AM	10:30 AM	<input type="checkbox"/>	<input type="checkbox"/>
Change	10/19/2005	10:00 AM	10:30 AM	<input type="checkbox"/>	<input type="checkbox"/>
Delete	10/26/2005	10:00 AM	10:30 AM	<input type="checkbox"/>	<input type="checkbox"/>
Complete				<input type="checkbox"/>	<input type="checkbox"/>

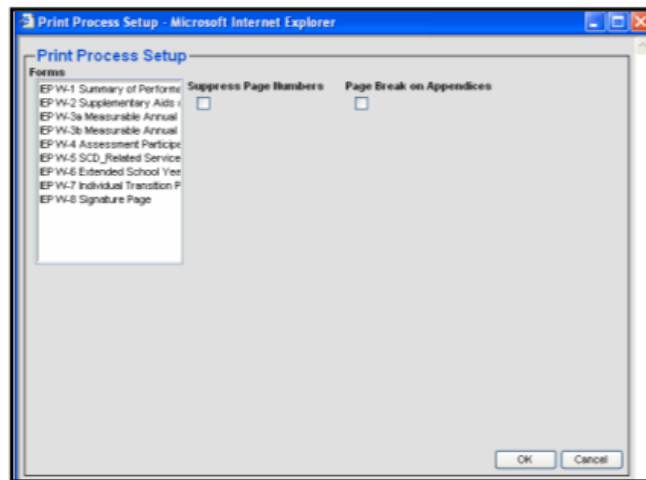
- **Insert:** Click here to enter a new task.

- **Change:** To change an existing task, highlight the task and click **Change**.
- **Delete:** To delete an existing task, highlight the task and click **Delete**. Note: Deletion of completed tasks is not allowed.
- **Complete:** After completing appropriate information click here to complete the task. No changes are allowed after a task has been completed.
- After entering appropriate information, click **OK** to save.

Note: Before entering tasks, it is recommended that an Administrator set up the credentialing information for the staff member from **Utilities Desktop | Employees | Serv. Type**. This will insure that the staff member is credentialed to perform the designated service.

- Closing out the *Tasks* screen takes you back to *IEP Section C*.
- **Creating an Amendment to the IEP:** The purpose of an *Amendment* (Addendum) is to make changes to a previously completed IEP. Creating an Amendment creates a draft copy of the original form for editing. The LED icon to the left of the form remains blue until the Amendment has been completed. The original version of the form may be viewed by selecting **View Audit Trail** from the *Edit* menu. You do not have to create a second instance of a form to modify your existing IEP. Follow these steps to create an *Amendment*:
 - Step 1: Open the completed form that needs editing.
 - Step 2: Select the *Edit* menu.
 - Step 3: Select **Create Amendment**.
 - Step 4: The form is ready for editing. Notice the icon changes color from red to blue. As long as the icon remains blue, changes are allowed.
 - Step 5: After making necessary changes, you may complete the amended form by selecting **Complete Form** from the *File* menu.

- **Printing the IEP:** There are two options for printing the IEP. Select one of the following from the *File* menu:
 - **Print to PDF:** This option allows the user to print a single selected (highlighted) form.
 - **Print Process:** Select this option to print ALL the forms in a process or multiple SELECTED forms in a process. Multiple forms may be selected by pressing the *Ctrl* key and then clicking on each desired form to highlight it. Click **OK** to continue. A preview of the form will be displayed on the screen. The process may then be printed by clicking the printer icon at the top of the screen.



Sample Goal page, form IEP W-3a.

Mississippi Demo District		Mississippi Demo Middle School	
Mississippi Demo District		Mississippi Demo Middle School	
IEP W-3a SPECIAL EDUCATION SERVICE GOAL			
Student's Name: MARY BEAUDOU			
MEASURABLE ANNUAL GOAL(S): Apply and use basic principles of number sense. (P, M, N)			
BENCHMARKS/ SHORT-TERM INSTRUCTIONAL OBJECTIVE(S)	T-A *	Method(s)	Report of Progress
STEOs are only required for students who are Significantly Cognitively Disabled (SCD). (Per IDEA '94)			1st 2nd 3rd 4th 5th 6th
Add, subtract, multiply, and divide decimals in real-life situations with and without calculators.	<input type="checkbox"/>		
Add, subtract, multiply, and divide fractions and mixed numbers.	<input type="checkbox"/>		
Compare, order, round, and estimate decimals.	<input type="checkbox"/>		
Convert among decimals, fractions, and mixed numbers.	<input type="checkbox"/>		
Express ratios as fractions.	<input type="checkbox"/>		
Use estimation to add, subtract, multiply, and divide fractions.	<input type="checkbox"/>		
Use powers of ten to multiply and divide decimals.	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
BEGINNING/ ENDING DATES OF SERVICES: 10/1/05 - 10/24/06	FREQUENCY:	PROGRESS TOWARD ANNUAL GOAL:	
LOCATION OF SERVICES: Resource Room	REASON(S) FOR NOT MEETING GOAL:		
EXPLANATION OF CODING SYSTEM			
METHODS OF MEASUREMENT	REPORT OF PROGRESS	PROGRESS TOWARD ANNUAL GOAL	REASON FOR NOT MEETING GOAL
1. Written Observation	1. Not applicable during this grading period	1. Anticipate meeting goal	1. Miss Time needed
2. Written Performance	2. No progress made	2. Do not anticipate meeting goal (state reason)	2. Excessive absences/ action
3. Oral Performance	3. Little progress made	3. Goal not (indicate date)	3. Assignments not completed
4. Criterion-Referenced Test	4. Progress made; Objective not yet met		4. Need to review/ revise IEP
5. Time Sample	5. Objective Met		5. Other (Specify)
6. Demonstration Performance			
7. Other (Specify)			
* Check if goal is a transition activity. (Student age 16-20)			

Sample of form IEP W-5 SCD Related Services and Special Factors.

Mississippi Demo District
Mississippi Demo Middle School
MISSISSIPPI DEMO MIDDLE SCHOOL
Page 1 of 1

Student's Name: MARCY BEALCOU

Significant Cognitive Disability (SCD) Determination:
To be classified as a student having a "significant cognitive disability", ALL of the criteria below must be true.

☒ Yes ☐ No The student demonstrates significant cognitive deficits and poor adaptive skill levels (as determined by that student's comprehensive assessment) that prevent participation in the standard academic curriculum or achievement of the academic content standards, even with accommodations and modifications.

☒ Yes ☐ No The student requires extensive direct instruction in both academic and functional skills in multiple settings to accomplish the application and transfer of those skills.

☒ Yes ☐ No The student's inability to complete the standard academic curriculum is neither the result of excessive or extended absences nor is primarily the result of visual, auditory, or physical disabilities, emotional-behavioral disabilities, specific learning disabilities or social, cultural, or economic differences.

RELATED SERVICES

SERVICE	BEGINNING/ENDING DATE	LOCATION	AMOUNT OF TIME	FREQUENCY
Counseling	10/15/2006 to 05/21/2007	Counselor's Office		2 time(s) Weekly

GRADUATION OPTIONS

☒ Explanation of graduation options have been reviewed with the parent and, as appropriate, the child.

The graduation option determined appropriate for the child is:
☐ Regular High School Diploma
☐ Occupational Diploma
☐ Certificate of Life Skills

***CONSIDERATIONS OF SPECIAL FACTORS**
(Document the IEP Committee has considered the special factors for the child by placing a checkmark by all factors considered.)

☐ Limited English Proficient
☐ Assistive Technology
☐ Language/Communication Needs
☐ IFSP for Students Transitioning for Part C to Part B

☐ Braille Instruction
☐ Behavior

METHOD OF INFORMING PARENTS/GUARDIANS OF PROGRESS
Method(s) used to ensure that progress is sufficient to enable the student to reach the annual goals by the end of the school year:

☒ progress notes
☐ other means (specify):
☒ report cards
☒ goal sheets

Frequency of Notification:
☐ Every 6 weeks
☒ Every 9 weeks
☐ Other (specify):

*Indicate the specific of the consideration of special factors in the summary of Performance on W-5. If the services are necessary in any of the areas, the IEP committee must address the student's needs utilizing the necessary IEP components.

- After all required forms in the IEP Process are complete, select **Student Desktop | Process Manager**. From this screen click the **Complete** button. If all required forms have been completed, a date will be displayed in the column labeled *Close Date*.

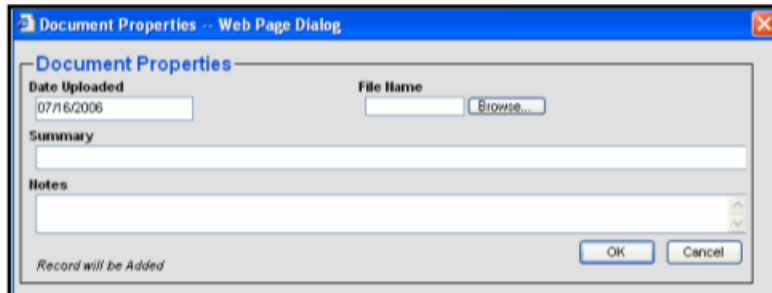
Documents

On the *Documents* screen, the user may **Insert**, **Change**, **Delete** or **Download** documents. These documents are saved in the database on the district server. Access this menu by clicking the plus sign by *Student Desktop*, then click **Documents**.

Documents min res max

	File Name	Date Uploaded	Summary
Insert			
Change	Perfect Attendance.doc	07/16/2006	Perfect Attendance Award Certificate
Delete			
Download			

- Insert:** Click here to add a document that is not already pre-installed with STISETSWeb.
- Change:** Highlight the document; then click here to change an existing document.
- Delete:** Highlight the document; then click here to delete a document.
- Download:** Highlight the document; then click here to download a previously uploaded document.
- Fill out the appropriate text fields in order to have your file added and uploaded. Then click **OK**. Notes may be entered in the *Notes* field even without uploading a document.



Document Properties - Web Page Dialog

Document Properties

Date Uploaded: 07/16/2006

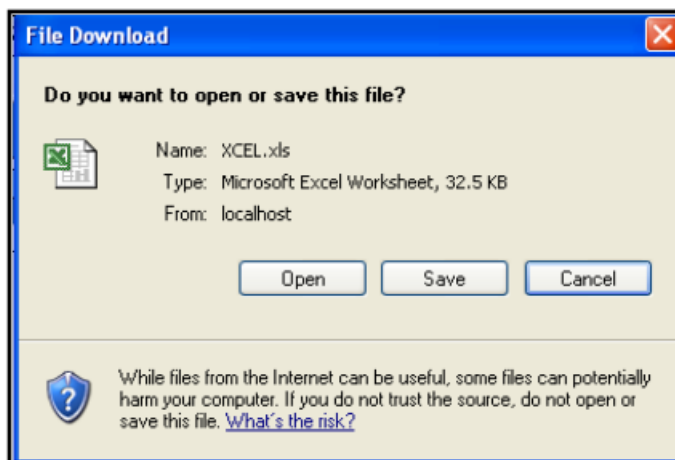
File Name:

Summary:

Notes:


Record will be Added


- The uploaded file may be downloaded by selecting the **Download** button. At the next screen, click **Open** to view the attached file.



File Download

Do you want to open or save this file?

 Name: XCEL.xls
Type: Microsoft Excel Worksheet, 32.5 KB
From: localhost

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

STIOffice Info

As stated in the overview to this guide, a variety of non-Special Education information is available in STISETSWeb. This up-to-the-minute data is drawn from STIDistrict and may be viewed by clicking the menu under *STIOffice Information* on the left side of the screen under the *Student Desktop* menu. The following types of data may be selected:

Attendance

min

res

max

Print

Click here to print Attendance.

Daily Attendance

Date	TypeCode	Excused/Unexcused
09/07/2000	P	E
09/14/2000	T	E
09/22/2000	P	E
09/12/2001	S	E
09/13/2001	S	E
09/14/2001	S	E
09/17/2001	S	E
09/04/2002	S	E
09/05/2002	S	E

Period Attendance

Date	Period	TypeCode	Excused/Unexcused
------	--------	----------	-------------------

Discipline							min	res	max
Print <input type="button" value="Print"/>							Click here to print Discipline.		
Date / Time	Teacher Name	Infraction Code	Period	Infraction Description	Course Name				
2/9/2001 11:36:00 AM		B-04		CLASS CUTTING/SKIPPING					
3/6/2001 2:08:00 PM		A-11		MINOR DISRUPTIVE INFRACTIONS					
9/4/2001 8:39:00 AM	BASKET, ESTER	A-04		IMPROPERLY DRESSED	BIOLOGY 1				
9/12/2001 9:49:00 AM	SHAW, RICK	B-02	1	MINOR PHYSICAL AGGRESSION	MUSIC APPREC				
9/12/2001 9:51:00 AM		A-01		EXCESS TALKING IN CLASSROOM					
9/12/2001 10:02:00 AM	DEAL, DUNNE	A-10	3	TARDY-CLASS OR SCHOOL					
9/12/2001 10:08:00 AM		C-10		DISORDERLY CONDUCT					
9/12/2001 10:08:00 AM		C-09		HARASSMENT INCLUDING					

Entry/Withdrawal min res max

Print Click here to print Entry/Withdrawal.

School	Type	Date	Reason
HOME HIGH	E	08/13/2003	ORIGINAL ENTRY

Schedule min res max

Print Click here to print the Schedule.

Course #	Course Name	Period	Room	Credit
259244.01	FOUND OF ALGEBRA	1	14	1
259244.01	FOUND OF ALGEBRA	2	14	1
449054.06	PHYS ED 9	5	GYM	1
449054.06	PHYS ED 9	6	GYM	1
119114.02	ENGLISH 9	7	106	1
119114.02	ENGLISH 9	8	106	1
159404.02	WORLD HISTORY 9	3	6	1
159404.02	WORLD HISTORY 9	4	6	1

Grades min res max

Print Click here to print the Grade Info.

Grades

Year: 2006 Term: TERM ONE Load

Grd. Period	Course Name	Grade 1	Grade 2
1	ENGLISH	75	1
1	AMERICAN HISTORY	80	1
1	BIOLOGY	84	1
1	ALGEBRA I	75	2
1	COMPUTER LITRACY	80	1
1	ART	80	1
1	STUDY SKILL	80	1
2	ENGLISH	75	1

Year	Grd. Period	Grade	GPA
2003	1	7	0
2003	2	7	0
2003	3	7	0
2003	4	7	0
2003	5	7	0
2003	6	7	0
2004	1	8	0
2006	1	11	0
2006	2	11	0
2006	3	11	2.86

Guardian Info min res max

Print Click here to print the Guardian Info.

Name	Description	Relationship	Home Phone	Work Phone
MIKEY MOUSE	EMERGENCY CONTACT		800-639-1051	
JENNIFER ARNOLD	GUARDIAN	MOTHER	800-639-1051	543-0463

Bear in mind that all information drawn from STIOffice is *read-only* in STISETSWeb. Any changes to this data must be made from within the STIOffice application. An upload must occur in order for student information to be updated (schedule, guardian information, grades, etc.).

Reports (Caseload)

The report listings in this menu are designed specifically for teachers, allowing listings for students on each teacher's caseload. From a teacher login, select **Student Desktop | Reports (Caseload)**. To generate any of these reports, follow the same steps demonstrated in the section "Report Desktop" on page 17 of this guide.

Report Desktop min res max

Report Name

- Annual Reviews
- Caseloads
- Ending List
- Medical
- Overdue Annual Reviews
- Special Programs
- Student Guardian
- Student Labels
- Student Listing
- Turning Age

Options

Case Manager

- BILL ANGLIN
- BOB CHONG**
- CHRISTAL CULPEPPER
- JILL CHOW
- MARE MHOON

Show Common Filters

Schools

- MISSISSIPPI DEMO K-12 SCHOOL
- MISSISSIPPI DEMO MIDDLE SCHOOL
- MISSISSIPPI SETS WEB HIGH SCHOOL

Output Format

PDF

Print

Sample Caseloads report

Caseloads							
District Name: <u>Mississippi Demo District</u>							
School Name: <u>MISSISSIPPI DEMO MIDDLE SCHOOL</u>							
Case Manager: <u>BAARS, KAREN</u>							
Student Name	Primary Code	Secondary Code 1	Secondary Code 2	Age	Race	Sex	Status
BREAR, ANITA				15	W	M	Active
BROKE, DEAD				14	W	M	Active
CAKE, PATTY				12	W	F	Active
CANE, CANDY				15	W	F	Active
CANYUSEE, JOSE				16	W	M	Active
CARCEATE, JAN				15	W	M	Active
CARR, RHENITA				12	W	F	Active
CASE, JUSTIN				16	W	M	Active
DAHL, BARDI				14	W	F	Active
DEAL, DUNN				12	W	M	Active
DERGARTEN, KEN				16	W	M	Active
FACT, ARTIE				16	W	M	Active
GOKE, TOOFAR				15	W	M	Active
HOGG, BOSS				14	W	M	Active
HOGG, IMA				11	W	F	Active

Student Services

To access this menu, select **Student Desktop | Student Services**. Notice that the **Insert** button is dimmed on this screen. *Student Services* are entered in the *IEP* forms W-2 and W-5 . This area of the software is intended for viewing services and entering *Tasks* (Service Logs).

Student Services

Special Education Services (1)

Related Services (0)

Supplementary Aides and Services (1)

Program Support for Personnel (0)

min

res

max

Insert

View

Delete

Complete

Tasks

Begin Date	End Date	Frequency	Closed
10/10/2005	10/09/2006	Daily	<input type="checkbox"/>

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